



MIAMI-DADE COUNTY  
OFFICE OF THE PROPERTY APPRAISER

Honorable Pedro J. Garcia  
Property Appraiser

January 27, 2010

«Name»

«Address Line 1»

«Address Line 2»

«City»«State»«ZIP»

«Folio»

«Property Address»

Dear Property Owner:

**RE: Income Request - Commercial Properties – 2010 Assessed Values**

As I begin my second year as your elected Property Appraiser, I renew my commitment to continue setting the right values for all properties in Miami-Dade County. This is especially important given the national economic downturn that has significantly affected businesses in Miami-Dade County. The affect of this economic downturn was evidenced in 2009 by increased vacancy rates, a decline in rental rates and fewer comparable sales.

In the coming months, my staff will focus on the Income Approach to valuation in order to reach the right values for commercial properties as of January 1, 2010. However, my Office needs the cooperation of property owners like you to make this a reality. It is for this reason that I am requesting income and expense information, which will be compared with other similar properties to establish values that more accurately reflect market conditions. Although some of this information may not be readily available this early in the year, please forward as much of the following information that is available to ensure we reflect an accurate appraised value on your 2010 Assessment Notice that will be mailed in August:

- A statement on the performance of your property, including how early 2010 compares with the first quarter of 2009. Please include vacancies, concessions, rents, terms, physical condition, leasable area, unit counts, etc.
- Rent Roll ending on or about January 1, 2010.
- Year-end operating statements, including gross rents and expenses.
- Appraisals, listings, closing statements, contracts for sale and lease details.
- If your property is entirely owner occupied, disregard the items listed above. You may provide professional estimates of market value, such as an appraisal obtained within the last year.

Be assured that all financial information received by my Office will be held confidential pursuant with Section 195.027, Florida Statutes. Please send these documents to: **Office of the Property Appraiser, P. O. Box 10591, Miami, Florida 33101.**

Thank you in advance for your cooperation. Should you have questions, please call 786-331-5321.

Sincerely,

Pedro J. Garcia  
Property Appraiser